

Eastern Area Officer Terms of Reference

Job Description: Area Officer

Line Manager: Director of Operations / Captain Sea Cadets

Context

The Marine Society & Sea Cadets (MSSC) is a vibrant and growing charity delivering life changing nautical adventure for young people through the Sea cadets together with personal and professional development opportunities for seafarers with the Marine Society. Working with our staff, cadets and volunteers, we have built a vision and strategy to take us forward and further improve the astounding contribution already made through our work to the lives of young people and seafarers, whilst fully supporting our volunteers who are vital to our success.

Our Vision for the MSSC is:

To be the leading maritime charity for youth development and lifelong learning

For Sea Cadets it is:

To give young people the best possible head start in life through nautical adventure and fun.

We are guided by our values of:

Respect, Loyalty, Commitment, Self-Discipline, Honesty, Integrity and Courage.

Role Detail:

- The Area Officer reports to the Director of Operations/ Captain Sea Cadets. The post holder will work closely with the NSC management Team and will be based at the Eastern Area Office, RAF Cranwell.

This role requires regular evening and weekend work visiting Sea Cadet units and engaging with both cadets and volunteers.

Appointment to this role is on FTRS(FC). TCoS in accordance with BR64.

Due to the nature of the work, this post is exempt from the provisions of the Rehabilitation of Offenders Act 1974 and the post holder will be required to undergo an enhanced Disclosure and Barring Service (DBS) check.

Relationship with the Ministry of Defence and the Royal Navy (RN)

The Sea Cadet Corps (SCC) has two principal sponsors, the Maritime Society & Sea Cadets (MSSC) of which the SCC is part and the Ministry of Defence (MOD). A Memorandum of Understanding (MoU) between them sets out their common interest in



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A charity registered in England and Wales
313013 and in Scotland SC037808



supporting the Sea Cadet Corps. MOD supports the SCC by providing the MSSC with an annual Grant-in-Aid, loaning it equipment and a small number of serving Royal Naval and Royal Marines personnel and providing access to certain MOD facilities. MOD also indemnifies the MSSC and Sea cadet Units against liabilities and claims resulting from those Sea Cadet activities which are defined as Authorised Activities and which are listed in the MOU and in Sea Cadet Regulations(SCR). The legal and financial arrangements of the MOU are supplemented by a partnering charter which outlines a common vision for the relationship between the RN and MSSC. Area Officers need to work in line with this agreement:

- Representation – Under the terms of the MOU, the MOD expects that the SCC operating standards will promote the customs, traditions, culture and uniforms of the Royal Navy in the best possible light, acting as a role model for cadets and volunteers.

The Primary Purposes of the role are to:

- Lead and manage all SCC operations in Area, ensuring that they are consistent with MSSC's Vision and Strategy and appropriate to a youth organisation, and conducted where appropriate in accordance with the ethos and the customs and traditions of the Royal Navy.
- Lead and manage the Area Team (this includes management of day-to-day activities and guidance of team members and the Senior Staff Officer (the senior uniformed volunteer)
- Overall accountability for the area budget and asset registers, signing off the Area Plan and standing instructions, and through the Training Safety Advisors ensure proper use and accounting of all Area assets.
- Support, assure and inspect units; signing off annually on each unit's authority to train and staffing Area input into the Unit Review (training quality assurance process for those units undergoing Royal Navy parades).
- Lead, manage and participate in designated development projects and delegate projects to members of the Area Team, as appropriate and according to specialism

The Secondary Purposes of the role are

- recommend annually to CSC the efficiency award for each unit
- Promote to all staff and Volunteers the MSSC Vision and Strategy, an understanding of the Area objectives, how they fit within the wider objectives of the organisation, and work together to achieve it. It is to be noted that most team members will have functional reports to members of HQ as part of the management matrix.

- To promote consistently the MSSC and the SCC as well as the ethos, customs and traditions of the Royal Navy acting as a role model for cadets and volunteers.

The Area Officer is authorised to

- Appoint the Senior Staff Officer, District Officers, Area Staff Officers and Champions, Company Commander, Commanding Officers and Officers in Charge in accordance with Sea Cadet Regulations (SCRs).
- Liaise with other MSSC staff and the appropriate Naval Regional Commanders (NRCs), Reserve Forces and Cadets Associations and other relevant Service organisations and authorities in pursuit of his/her duties.
- Oversee the Area Budget within control totals set by MSSC HQ and expend MOD and MSSC funds according to the purpose of their allocation.
- Correspond with outside authorities on matters specifically concerning the operation of the Area.

Key functions of the Area Officer

- Lead and oversee all SCC operations in the Area within the framework of MSSC's Vision and Strategy, taking ownership of and monitoring HQ's strategic targets for the Area and ensuring alignment of Area targets to HQ objectives. Sign-off on Area Annual Plan and standing instructions.
- Oversee Area Sea Cadet operations to ensure that they are conducted to the highest safety standards and in keeping with MSSC's Vision and Strategy.
- Engage with MSSC HQ and other Areas in the development of strategy, policy and in-year management planning
- Lead and manage delegated Area development projects and assist and/or lead in staffing of appropriate national policies and projects as delegated by HQ.
- Lead the Area Management Team (including senior volunteers) and act as Head of Department for all Area Office employees, supporting the recruitment of candidates for Area roles.
- Lead the Authority to Train (assurance) process for the Area, supervising the TSAs
- Deal with incidents and complaints against members of the Corps
- Oversee the Senior Staff Officer
- Lead the expansion of units and recruitment of volunteers and cadets and support priority units
- Represent MSSC and the SCC at National and Area competitions

- Act as the focal point for Area communications and media issues.
- Develop new opportunities and maintain appropriate links between the Area, regional bodies and potential supporters and funders.
- Engage with Naval Regional Commanders and MSSC Branches in the Area to generate support and maximise opportunities and benefits for the Sea Cadets.
- Engage with RFCA, MoD estate and other youth organisations
- Act as authorising officer for weapons movements.
- Maintain liaison with the Area senior cadet(s) and to promote the Area Cadet forum
- Recommend MSSC and Sea Cadets staff for National Honours and Awards

Other Duties

In order to deliver services effectively, a degree of flexibility is needed and the post holder may be required to perform work not specifically referred to above. Such duties, however, should not normally exceed those expected of an employee at that level.

All employees are expected to take responsibility and comply with MSSC policies, procedures and training requirements, particularly in relation to safeguarding, health and safety, data protection and equality, diversity and inclusion. All employees must be familiar with and comply with all aspects of MSSC policies.

PoC – For further details on this position or to arrange an informal discussion, contact Captain Sea Cadets at ndowning@ms-sc.org

Signed _____
Area Officer

_____ Date
Print Name

Signed _____
Captain Sea Cadet

_____ Date
Print Name